



UNITED STATES MARINE CORPS
MARINE ATTACK SQUADRON 542
MARINE AIRCRAFT GROUP 14
POSTAL SERVICE CENTER BOX 8068
CHERRY POINT, NC 28533-0064

IN REPLY REFER TO:
2310
CO
19 May 17

POLICY LETTER 7-17

From: Commanding Officer, Marine Attack Squadron 542
To: All Hands, Marine Attack Squadron 542

Subj: COMMANDING OFFICER'S RED CROSS MESSAGE HANDLING POLICY

1. Emergency leave may be authorized when a member of the service member's immediate family dies or suffers a serious injury. Immediate family includes: father, mother, brother, sister, spouse, spouse's parents, children, or someone who actually raised the Marine or Sailor (in loco parentis). Immediate family does not include aunts, uncles, cousins, nephews, nieces, close family friends, or grandparents unless they actually raised the Marine or Sailor.

2. The American Red Cross is a private, non-profit organization whose mission is to help people prevent, prepare for, and respond to emergencies. When military members and their families experience emergencies such as death or illness of a loved one, the American Red Cross provides emergency communications (Red Cross Messages), access to financial assistance, and other services, 24 hours a day. The American Red Cross can be contacted at 1-877-272-7337; the website is: www.redcross.org. Family members desiring to release a Red Cross Message should have the following information on hand:

- a) Full legal name
- b) Rank/rating
- c) Branch of service
- d) Social Security number or Date of Birth
- e) Military Unit address
- f) Information about the deployed unit and home base unit (for deployed service members only)

3. The following actions will be taken in the event that a Red Cross Message is received by VMA-542:

- a) The duty officer will immediately notify the Commanding Officer (CO), the Executive Officer (XO), and the Sergeant Major (SgtMaj). Method of notification will be either in person, or by telephone. Email notification is not acceptable.
- b) In all cases, notification of the Marine in question shall only be made by the CO or his direct representative.


S. M. SCHREIBER